

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>		<b>Policy Number</b>	<b>502</b>
			<b>Original Date</b>	<b>04/14/2006</b>
	<b>Department: Nursing</b>		<b>Revised Date</b>	<b>04/17/2015</b>
	<b>Resident Accident Incident Reporting</b>			

### **POLICY:**

All resident accidents/incidents shall be reported using the Accident/Incident Report Form.

### **PROCEDURE:**

1. Any employee witnessing an accident/incident shall report the incident to the nurse.
2. The nurse will investigate an accident/incident and write pertinent information on the Accident/Incident Report Form. The following incidents should be reported to the physician immediately:
  - A. Head injuries that result in loss of consciousness.
  - B. Incidents which cause edema, pain, restricted movement of joint or extremity.
  - C. Crushing type injuries.
  - D. Medication errors that reach the resident.
  - E. Burns - 2nd & 3rd degree
  - F. Any other injury which results in abnormal sudden changes in vital signs which warrants investigation/observation.
3. If two residents are involved in an incident, only one incident report form needs to be completed. Both names need to be included in the report.

**Resident Accident Incident Reporting**

4. A resident should not be moved until assessed by a nurse, if the resident cooperates. The accident must be charted completely in the resident's medical chart.
5. If warranted, the resident shall be transferred to the Central Montana Medical Center.
6. Family and guardian must be notified of incidents requiring immediate medical attention or change in condition.
7. The Accident/Incident Report shall be routed to the Director of Nursing. Serious injuries or incidents such as unusual death, missing persons must be reported to the Director of Nursing or Superintendent immediately.
8. Accident/Incident Reports are placed in the Director of Nursing's mail box and reviewed by the Care Plan Team at the next meeting